

Introduction

Electronic public access services have rapidly expanded throughout the federal judiciary in the past few years. Currently 183 courts, consisting of 202 databases, offer electronic public access services through the PACER Service Center. The 183 courts consist of 8 appellate, 85 district, 89 bankruptcy courts and the Court of Federal Claims. The public demand for these services has increased, both in terms of the number of registrants and the amount of actual usage, now exceeding over 2.5 million calls per annum. Several hundred registrants regularly review large numbers of cases in many jurisdictions. Some of these registrants, in particular organizations tracking regional or national bankruptcy, civil or criminal litigation have requested more efficient methods to retrieve case information from multiple court jurisdictions. In response to this need, the Judiciary has created the U.S. Party/Case Index.

U.S. Party/Case Index

The U.S. Party/Case Index is a national index for U.S. district, bankruptcy, and appellate courts. A small subset of information from each case is transferred to the U.S. Party/Case Index machine each night located in San Antonio, Texas at the PACER Service Center. The system serves as a locator index for PACER. You may conduct nationwide searches to determine whether or not a party is involved in federal litigation.

Types of Searches

The U.S. Party/Case Index will allow you to search nationwide by name or social security number in the bankruptcy index, name or nature of suit in the civil index, defendant name in the criminal index, and party name in the appellate index. Each hit produced from your searches will give you the party name, the court where the case is filed, the case number, and the filing date. In addition for bankruptcy searches you will receive the chapter and for civil searches you will receive the nature of suit.

How To Access The U.S. Party/Case Index

You must access the U.S. Party/Case Index with a valid login and password issued by the PACER Service Center. Contact the PACER Service Center at (800) 676-6856 to receive a login and password or to activate an existing login and password on the U.S. Party/Case Index.

1. You may access the U.S. Party/Case Index by dialup connection. The toll free modem number is (800) 974-8896. The local number is (210) 530-6320 if you reside in the San Antonio calling area. You will need to emulate a vt100 terminal with N/8/1 as the settings.
2. Once connected to the U.S. Party/Case Index, login using the assigned login and password. You will be prompted for a client code. This is a fifteen character

text field you may use to track your sessions in order to charge them back to a client. The client code you enter upon login will appear on your quarterly statement.

3. The Main Menu will appear, select appropriate option and press enter.
4. You will be prompted to enter search criteria. Press enter.
5. You will be prompted to enter a state, circuit, or all states to begin your search. The search will default to all courts by just pressing enter. Online help is available.
6. If the criteria you have searched produced any hits you will be prompted to [V]iew, [P]rint, [C]apture, [D]ownload or [q]uit. Pressing "v" will display the results directly on your screen. Pressing "p" will send the results directly to your printer. Pressing "c" will scroll the results nonstop on the screen in order to capture the information to a file. Pressing "d" will allow you to download a file using X or Z modem directly to your PC.
7. When you have completed all your searches, you may return to the main menu and choose "99) Exit" to log off or the key combination "Ctrl X" will immediately log you off at any point in the program.

How Do I Get More Information On Each Case?

If you would like access to more information on a particular case you have found while searching the U.S. Party/Case Index such as a copy of the docket, you will need to disconnect and call the particular court's PACER machine where the case you are interested in is located. The login and password you have been issued for the U.S. Party/Case Index should work on each court's PACER machine if you have pre-registered with each court. If you experience trouble or to register for additional courts, contact the PACER Service Center.

Availability

The U.S. Party/Case Index is available 24 hours a day including weekends.

Cost

All registered agencies or individuals will be assessed the charge of \$.60 per minute of access time. Billing begins upon a successful login and fees accrue until the session is terminated by the user.

Questions

You may write us at: PACER Service Center, P.O. Box 780549, San Antonio, TX 78278-0549. Send e-mail through the Internet to: pacer@aottsd.uscourts.gov or, call toll free (800) 676-6856.

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United States Party/Case Index



**Administrative Office
of the
United States Courts**